

C.O.T. 4761

1. Document

March 8, 1942

MEMORANDUM For: Mr. Bruce, Dr. Baxter, Mr. Sherwood
Mr. Richards, Colonel Goodfellow,
Mr. Early:

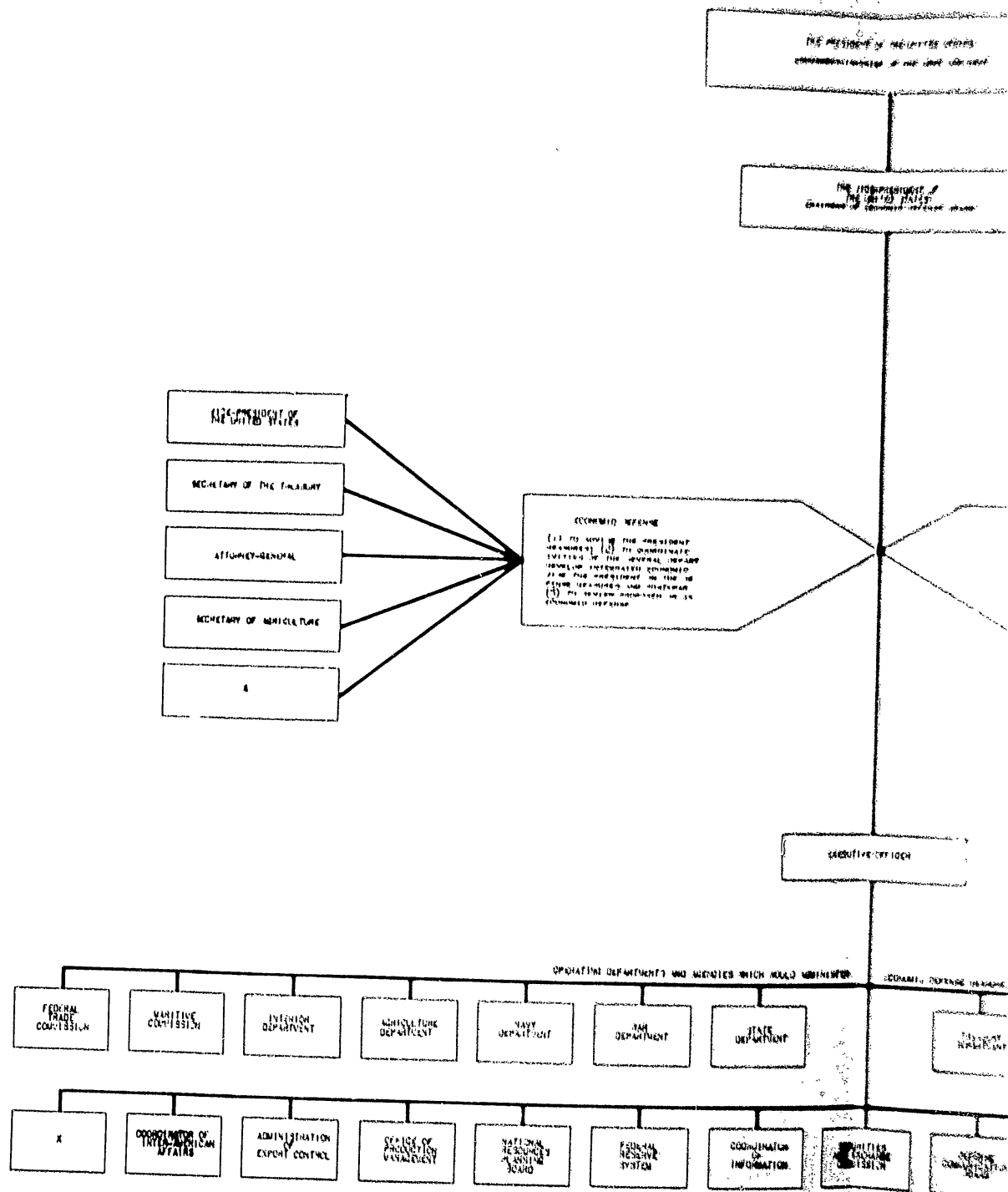
It has been reported to me that members of our organization have been discussing with others outside matters that should be kept secret within our own ranks.

Also there have been freely discussed questions on which there is difference of opinion. As the result the impression has been created in certain high quarters that these differences of opinion are such as to jeopardize the work of this office.

This kind of talk I will not countenance. You will please call your principal lieutenants together, read to them this message and say in simple terms that whatever discussion is to take place about any such matters will be discussed among ourselves and not in other places. Please do this at once and report to me that it has been done.

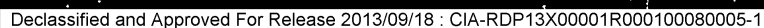
W.J.D.

SKELETON CHART OF ECONOMIC DEFENSE ORGANIZATION AS ESTABLISHED



EACH DEPARTMENT TO BE REPRESENTED BY STAFF OFFICE IN RELATIONS

X--DENOTES OTHER DEPARTMENTS AND AGENCIES WHICH MAY BE INVOLVED



COORDINATOR OF INFORMATION
WASHINGTON, D C.

December 8, 1941

MINUTES OF STAFF MEETING, DECEMBER 8th

Present:

Colonel Donovan

Messrs: Richards
Kimbel
Wiley
Phillips
Langer
Poynter
Bruce
Baxter
Horn

Various matters resulting from the emergency were discussed.

Dr. Johnson to be requested to proceed immediately with the arrangement for additional car space at the warehouse.

Kimbel entrusted with the establishment of a courier system between New York and Washington offices. Will consult with Amos Peaslee, an expert Courier Officer of the last war.

Decision that COI stationery should have some Government seal or other indication that it is a Government and authoritative agency.

A COI section for transmitting, receiving and coding cables to be established; preliminary to the return of Lt. Jones is assigned to Kimbel for study and preliminary organization.

W.A.K.
W.A.K.

CC: Colonel Donovan
Dr. A. Rex Johnson

EXECUTIVE OFFICE OF THE PRESIDENT
COORDINATOR OF INFORMATION

MEMORANDUM

To: _____
From: _____ *COX*
Subject: _____

File

11

ADMINISTRATIVE PROCEDURE

1. Regular meetings will be held every Tuesday and Thursday morning at 10 A. M. Miscellaneous matters on the agenda will be brought up at these meetings.
2. Other meetings will be held when the agenda warrants, at the call of the Chairman.
3. Members of the Board should reserve the mornings up to 11 o'clock for work at their desks, and if possible, should not make appointments prior to 11. This will leave them free to attend a meeting if it should be called.
4. Members will be notified prior to 9:45 A. M. if a meeting is to be called for that morning.
5. All meetings will be run strictly according to an agenda to be furnished by the Secretary.
6. In order to place a subject on the agenda for a particular meeting, the Secretary must be notified in writing prior to 9:30 A. M. of the day of the meeting.
7. No reports or memoranda of over three pages in length may be considered at a meeting unless they have been circulated to the members of the Board prior to 12 Noon of the day preceding the meeting. Any request to place such a report or memorandum on the agenda must be accompanied by a statement that it has been so circulated.
8. As a matter of general policy the Board will not ordinarily consider administrative problems at its meetings. Decisions on such questions shall be taken up by the Branch Director or by whom-ever he may appoint for that purpose.
9. The Secretary shall be charged with keeping the Board of Analysts informed by memorandum of all important administrative decisions.
10. The Branch Director shall inform the members of the Board by memorandum of all important decisions taken at COI staff meetings.

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11. In order to provide a centralized procedure for routing drafts of reports and memoranda prepared in the Branch of Research and Analysis, all such drafts and memoranda shall be given to the Director of Research of the Special Information Division, who will route them to the members of the Board of Analysts, and who will be responsible for seeing that the appropriate security provisions are carried out.
12. Documents put out by the Branch of Research and Analysis shall be of two general categories: (a) Reports and (b) Memoranda. Reports shall be those documents officially approved by the Board of Analysts and classified as such. Each such "Report" shall have a Board of Analysts serial number. All other documents prepared in the Branch of Research and Analysis shall be entitled "Memoranda" and shall bear division or section serial numbers.
13. The Branch Director is authorized at his discretion to release "Memoranda" for distribution outside of the COI. In the absence from duty of the Branch Director, "Memoranda" may be released by whomever the Branch Director may delegate to approve such releases.
14. All "Memoranda" prepared in the Branch of Research and Analysis shall be circulated to members of the Board of Analysts for their information.
15. In order that members of the Board of Analysts may be informed of work in progress, they will be notified promptly by the Director of the Special Information Division when any new project is undertaken.

ADMINISTRATIVE

12-1-41

ConfidentialCOORDINATOR OF INFORMATION

JOINT SECURITY ORDER

Research and Analysis Branch - Liaison Office

Single sheet

This order shall apply jointly to the Research and Analysis Branch and to the Liaison Office of the Coordinator of Information. Its purpose is to ensure that the documents received and prepared in these offices shall be properly safeguarded.

I. SECURITY OF OFFICES:

- A. Each office shall be equipped with door-locks and window-catches, and shall be closed and locked at all times when not in use.
- B. Office desks, safes, and filing cabinets shall be fitted with locking devices and shall be kept closed and locked whenever the custodian is not present.

II. DESCRIPTION OF "FREE MATTER" AND "CLASSIFIED MATTER":

Correspondence, documents, maps, plans, models, etc., shall be considered as being divided into two general categories to be known as "Free Matter" and "Classified Matter." Free matter is that matter whose existence or contents, or both, are known or may be made known to the general public, and requires no special safeguarding. Classified matter is all other matter and shall be divided into four categories, as follows:

ADMINISTRATIVE

- 2 -

- A. Most Secret: Intended only for the use of the Coordinator of Information.
- B. Secret: Of such a nature that its disclosure might endanger the national security, or cause serious injury to the interest or prestige of the Nation or any government activity thereof.
- C. Confidential: Of such a nature that its disclosure, while not endangering the national security, would be prejudicial to the interest or prestige of the Nation or any government activity thereof.
- D. Restricted: Of such a nature that its disclosure should be limited for reasons of administrative privacy; or is matter not classified as confidential because the benefits to be gained by a lower classification outweigh the value of the additional security obtainable from the higher classification.

III. RESPONSIBILITY:

The responsibility for the protection of classified material rests upon each person who has knowledge or custody of it. Any person who has knowledge or suspicion that classified material has been compromised, shall report the facts immediately and fully in writing, to the Director of the Central Information Division or the Liaison Officer.

IV. LIAISON WITH OUTSIDE DEPARTMENTS AND AGENCIES:

All contacts concerning business of the Office of the Coordinator of Information with Departments, Agencies, and individuals not a part of this organization, shall

- 3 -

be made in the first instance through the Liaison Officer. All contacts with the War or Navy Departments shall be made through the senior Army Officer or the senior Naval Officer attached to the Office of the Coordinator.

V. HANDLING OF INCOMING MATTER:

- A. The Liaison Officer shall record the receipt of incoming matter and assign to it the proper classification. Since agencies use different words in their classifications, if the matter already bears a classification, it shall be assigned the Coordinator of Information classification which assures a degree of security corresponding to that required by the agency which originally classified it. Each item shall be given an "accession number." If the item consists of more than one copy, each copy shall receive the same "accession number" and, in addition, each copy of the item shall be marked, "Copy No. 1," "Copy No. 2," etc.
- B. Classified matter shall be forwarded by the Liaison Officer to the Central Information Division for recording, filing, and distribution.

VI. ROUTING OF CLASSIFIED MATTER:

When classified matter is delivered to an authorized individual by the Central Information Division, the recipient shall be required to sign a receipt. Receipts shall be prepared in duplicate. When the material is returned to the Central Information Division, the original and individuals not a part of

- 4 -

receipt shall be given to the person who signed it and the duplicate shall be filed under his name.

VII. HANDLING OF CLASSIFIED MATTER:

- A. The Liaison Officer and the Director of the Research and Analysis Branch shall furnish the Central Information Division with the names ~~and duties~~ of persons in their organizations, who may be permitted to deal with "Secret" and "Confidential" material. Restricted material may be handled by persons employed in or attached to the Office of the Coordinator of Information.
- B. Personnel especially designated shall act as couriers for Secret and Confidential matter. Couriers authorized to handle such matter shall carry special identification issued by the Liaison Officer or the Central Information Division. Secret and Confidential documents shall be delivered only to the addressee or to an authorized deputy, a list of whom shall be filed in the Central Information Division and the Liaison Office.
- C. The Central Information Division shall maintain a reference room where classified material will be made available to the Board of Analysts and to those specifically designated by ~~the Director of the Research and Analysis Branch~~ the Director of the Research and Analysis Branch and ~~Section Chiefs in the Division of Special Information~~ Section Chiefs in the Division of Special Information. In order to reduce inter-office transfer of classified matter to a minimum, this reference room should be used whenever possible.

~~and individuals not a part of~~

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- D. When a document requiring classification is prepared, it shall be conspicuously stamped or marked, Secret, Confidential, or Restricted on the first page and on the cover and title page by the originator. In addition, each ~~sheet~~ ^{page} of Secret or Confidential documents shall be marked Secret or Confidential, as the case may be.
- E. All notes, memoranda, carbon paper, sketches etc., used in the preparation of Secret and Confidential documents shall be safeguarded in the same manner as the documents to which they pertain. When no longer required they shall be destroyed by burning. Placing such matter in regular waste baskets is unauthorized. A special courier from the Central Information Division shall visit offices at least twice daily to collect such material for burning.
- F. All requests for the reproduction of Secret, ~~and Confidential~~ ^{and Restricted} material shall be submitted to the Central Information Division or the Liaison Officer for approval. When Secret or Confidential material is mimeographed all stencils shall be filed in the Central Information Division together with two copies of the material mimeographed. Material reproduced shall be delivered to the person who requested it by the Central Information Division or the Liaison Officer.

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VIII. STORAGE OF CLASSIFIED MATTER:

- A. When not actually in the hands of an authorized custodian, Secret and Confidential matter shall be stored in a first class safe, or vault equipped with a combination lock. The combination shall be known only by persons authorized to have that information.
- B. Access to the files, safes and the vault of the Central Information Division shall be limited to persons authorized by the Director of the Central Information Division.
- C. The head of each office with a safe used for storage of Secret and Confidential matter, shall file the combination of such safe in the Central Information Division in an envelope on which is written the location of the safe and the name of the custodian. This envelope shall be sealed with wax. The combinations may be used in an emergency to open any safes. In such a case, at least two persons designated by proper authority shall be present when a safe is opened.

IX. HANDLING OF OUTGOING CLASSIFIED MATTER:

- A. All classified matter prepared for transmission to any outside agency shall, when approved by proper authority, be forwarded, via the Central Information Division, to the Liaison Officer for transmittal; except that classified matter for transmission to the War or Navy Departments *through the Central Information Division* shall be forwarded to the senior Army Officer or

~~and individuals not a part of the~~

- 7 -

senior Naval Officer attached to the office of the Coordinator for Transmittal. ~~Copy~~ of classified documents and letters of transmittal shall be filed in the Central Information Division.

B. Secret matter shall be transmitted by specially designated couriers. Secret matter may also be transmitted by registered mail within the continental limits of the United States; provided, that the originator certifies, as a final paragraph in accompanying correspondence, that such transmission within the continental limits of the United States is necessary and is therefore authorized by him. Confidential matter shall be transmitted by specially designated courier or registered mail. Each Secret and Confidential item ~~will~~ ^{transmitted} shall be enclosed in a double container. The inner envelope shall be plainly marked, "Secret" or "Confidential," and shall be sealed ~~with wax~~. The inner container shall, if considered desirable, have noted thereon any special instructions to the addressee such as, "To be opened only by division director or commissioned officer, etc." The outer container shall, in addition to standard marking, show the addressee and the registered mail number. Seals or any markings which will disclose the classified nature of the contents shall not be placed on the outer container.

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X. GENERAL PRECAUTIONS:

All personnel are warned that unauthorized persons may try to obtain classified material being used in this organization. With this in view the following regulations are established:

- A. Do not discuss, away from the office, information obtained from Secret or Confidential sources.
- B. Do not remove Secret or Confidential material from the administration building or south building of the Office of the Coordinator of Information.
- C. Do not leave any classified material unsecured even temporarily.
- D. When obtaining a secret or confidential item, give a receipt for it and similarly obtain a receipt from the person to whom you deliver it.
- E. When custody of matter is transferred from ^{in the Research and Analysis Branch} one person to another, notify the Central Information Division.
- F. The security of locked desks and file cabinets while sufficient for Restricted material is not considered adequate for storage of Secret and Confidential material.

James Roosevelt
Captain USMC
Liaison Officer

Dr. James P. Baxter 3d
Director Research and
Analysis Branch

Approved: Wm J. Donovan
Coordinator of Information

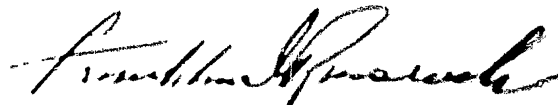
THE WHITE HOUSE
WASHINGTON

July 23, 1941

My dear Colonel Donovan:

In your capacity as Coordinator of Information, which position I established by Order of July 11, 1941, you will receive no compensation, but shall be entitled to actual and necessary transportation, subsistence, and other expenses incidental to the performance of your duties.

Sincerely yours,



Colonel William J. Donovan
State Department Building
Washington, D. C.

THE WHITE HOUSE
WASHINGTON

July 14, 1941

MEMORANDUM FOR MAYOR LAGUARDIA:

Since my recent discussion with you concerning morale and international broadcast programs, I have given some thought to the manner in which these activities can best be carried on. I now feel that the most effective arrangement will be to divide these activities according to natural fields of interests between your Office of Civilian Defense and Colonel Donovan, whom I have just appointed Coordinator of Information.

Under this plan, you will be responsible for developing and executing the programs necessary to sustain the morale of our people within the national boundaries. Colonel Donovan will assume responsibility in respect to international broadcasts relating to the achievement of morale objectives abroad. Colonel Donovan, as you may know, has already initiated steps to carry in such short-wave broadcasts to other nations.

I am sure that these arrangements will prove most satisfactory to both you and Colonel Donovan.

(SIGNED) Franklin D. Roosevelt

SS Form 1191

Date _____

To: _____

Given to Roy
belong to John
by hand to
Arthur

Office of the Executive Officer

(30449)

(25)

24 September 1945

Honorable Clinton M. Anderson
Secretary of Agriculture
Washington, D. C.

My dear Secretary:

I have your letter of the 12th. Although there is some disagreement concerning the facts as presented to you, I agree with you that the preliminary details should be cleared up at once. I have asked Lt. Kellogg, Acting Chief of our Field Photographic Branch, to take all steps necessary to make available to your Photographic Division records pertinent to the equipment you turned over and to take other preliminary steps necessary to turn over the facilities to you.

The Field Photographic Branch has commitments in connection with War Crimes Trials which have necessitated the continuing use of these facilities. This involves the processing of thousands of feet of film showing photographic evidence, and the need for the facilities by this Agency or such Unit as undertakes its work will be necessary until the trials have been completed. I have asked, however, that the needs of the Department be fully met.

It has also been suggested by the Field Photographic Branch that during this interim period your photographic personnel come into the laboratory to work with ours. Although the only feasible way of doing this with efficiency is to have them work on all material processed (not just that in which you have a direct interest), the number of personnel could be adjusted so that the cost to the Department would not be more than the cost of work done for its direct benefit. A further indirect advantage would accrue to the Department because of the familiarity such personnel would gain with the use of new equipment that has been installed and new procedures that have been placed in operation since the Department turned over the laboratory.

Sincerely,

WILLIAM J. SHERMAN
Director

(25)

24 September 1945

Honorable Clinton M. Anderson
Secretary of Agriculture
Washington, D. C.

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Sincerely,

WILLIAM J. BOGOWAN
Director



DEPARTMENT OF AGRICULTURE
WASHINGTON

September 13, 1945

Brig. Gen. William J. Donovan
Director, Office of Strategic Services
Washington, D. C.

Dear General Donovan:

Now that the war is over, the Department of Agriculture wishes to bring about without delay the return of the motion picture studio and laboratory facilities which were made available to your organization for the war emergency under the agreement of December 18, 1941. This agreement was entered into between this Department and your organization (then the Office of Coordinator of Information.)

We are now entering a critical stage in the agricultural economy of the country. World relief needs and adjustments in our agricultural plant will bring problems that will require the fullest understanding by all our farmers. It is important that we use every means of expression to keep rural people and others informed and the motion picture is one of the means that we must use to the fullest extent.

We are in urgent need of the laboratory and studio facilities. The Department of Agriculture has been producing motion pictures for more than 30 years. Farmers throughout the Nation depend upon us for production of films. The end of the war has made obsolete a number of films and we are faced with the urgent task of replacing many of these with films adapted to peace.

Since relinquishing our facilities in 1941 our motion picture work has been seriously handicapped. There has been lack of suitable cutting and editing room, shipping space, vaults for the storage of millions of feet of negative and positive film, and studio and laboratory facilities, as well as office space. We have had to use makeshift facilities in a building entirely unsuited to use for our film work, and our film has suffered from dust and rapid deterioration as a result. We are having to do practically all of our printing, art and optical work, animation, music, recording, and studio photography in New York, Chicago, and Kansas City, with consequent increased expense and delays.

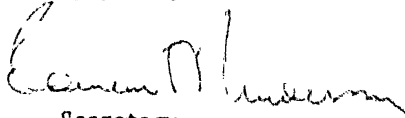
I am informed that our people have been endeavoring for a period of several months to work out a procedure for the return of the facilities. In a letter to you dated April 5, 1945 Assistant Secretary Brannan proposed that a procedure for the return of the facilities on the termination of the agreement be discussed by Mr. Keith Hinebaugh, Director of Information of this Department, with a

2-Brig. Gen. William J. Donovan

representative to be designated by you. On April 9 Mr. Charles S. Cheston replied, stating that he had asked Mr. James B. Donovan, General Counsel, to consult with Mr. Himebaugh. After a period of several weeks when no word was heard from Mr. James B. Donovan, our people made informal inquiry of his office with the result that on May 25 a meeting was held in the office of Lieut. John English. At that meeting it was agreed that our motion picture people could check the equipment in the laboratory and studio against the records as of the time of the agreement. Since then several attempts have been made to get such work done, but for one reason or another it has not been possible to accomplish this.

From the record as presented to me, I feel definitely that all this work preliminary to a return of the facilities should be completed at once, so that the actual return can be brought about and the Department can meet adequately its responsibilities to inform farmers through motion pictures.

Sincerely yours,


Secretary

OSG Form 4001
(Rev. 7/27/44)

OSG SECRETARIAT - ROUTE SLIP

TO	NAME	DATE	INITIALS
	O. C. Doering, Jr.		
	J. J. Montgen		
	E. J. Intsell, Jr.		
	R. Thrum		
	D. C. Lee		
	L. W. Auchincloss		
	N. H. Kantack		
	W. H. Miley		
	P. F. Ingleson		
	A. W. Sulloway		
	J. D. Donovan		
	A. W. Amuth, Jr.		
	A. L. Dart		
	H. H. Hamilton		
	L. R. Houston		
	C. S. McClelland		
	J. L. McDonnell		
	J. R. Schoemer, Jr.		
	Secretariat Files		
	Director's Files		
	O. G. C. Files		

(22695)

OSS Form 4001D

DATE 3/3TO: Tele

Mr. Webster, from 4
 information, Dept of Agric
 Vol. 4513, called with reference
 to this. I spoke to St. English
 & asked him to call Webster
 JH

Office of the General Counsel

(42931)

J B D

Do you want someone to be prepared
to handle this, or will you.

Don't you want to hold

*Ask not anyone
to be held*

OSS Form 4001
(Rev. 1/21/44)

OSS SECRETARIAT - ROUTE SLIP

DATE

TO	NAME	INITIALS
	O. C. Diering, Jr.	
	J. J. Monigan	
	E. J. Putzall, Jr.	
	R. Thruw	
	D. C. Lee	
	J. W. Archinloss	
	W. H. Kantack	
	W. H. Miley	
	P. P. Pugliese	
	A. W. Shiloway	
	J. H. Donovan	
	A. W. Asmuth, Jr.	
	A. L. Dart	
	H. H. Hamilton	
	L. R. Houston	
	C. S. McClelland	
	J. L. McDonnell	
	J. R. Schooner, Jr.	
	Secretariat Files	
✓	Director's Files	
	O. G. C. Files	

(23695)

To: 1. EXECUTIVE OFFICE

2. HEAD PHOTO

for comment.

WJD

6 Apr. 25

Director's Office

OSS Form 3054
(3308)

(20)

C.O.I.

x Department of Agriculture

x Department of Information

9 April 1948

x File

Mr. Charles F. Brannan
 Assistant Secretary of Agriculture
 Department of Agriculture
 Washington 25, D. C.

Dear Mr. Brannan:

Referring to your letter dated 8 April 1948 concerning the agreement of 18 December 1941 between the Department of Agriculture and the Office of Coordinator of Information (now the Office of Strategic Services), I have asked James B. Donovan, General Counsel to this agency, to consult with Mr. Himsbaugh on the matter.

Sincerely yours,

Charles S. Chochen
 Assistant Director

cc: Mr. English
 Mr. T. H. Hughes



DEPARTMENT OF AGRICULTURE

WASHINGTON

To { Excludes *Open*
 Field Photo
 for comment

April 1, 1945

Brig. Gen. William J. Donovan
 Director, Office of Strategic Services
 Washington, D. C.

Dear General Donovan:

On December 18, 1941 an agreement was entered into between this Department and your organization (then the Office of Coordinator of Information) providing for the temporary use by your agency for war purposes of the Department's motion picture laboratory, studio, and other motion picture facilities. This agreement, signed by you and Mr. M. L. Wilson, Director of Extension, and approved by me as Secretary of Agriculture, provides for return of these facilities to the Department upon termination of the agreement.

The laboratory has been used by your organization for more than three years and many changes in personnel and equipment have occurred. While winning the war is still our primary objective, I believe we should now give consideration to the procedure that will need to be followed upon termination of the agreement and in returning the laboratory and other facilities to the Department of Agriculture. In order to work out and have ready a procedure to be followed upon termination of the agreement, I propose that designated representatives of your office and this Department meet and work out such a procedure. If such an arrangement is agreeable to you, I should appreciate your designating the proper person in your organization with whom Department representatives can work. I have asked Keith Himebaugh, Director of our Office of Information, to be ready to arrange to meet with your people at such time as may be convenient to you.

Sincerely yours,

Charles F. Hennen
 Assistant Secretary



AGREEMENT
OF AGRICULTURE

DEPARTMENT
COORDINATOR

Whereas, the President, on July 11, 1941 established the position of Coordinator of Information with authority to collect and analyze information and data, which may bear upon the national security; to correlate such information and data, and to make such information and data available to the President and to such departments and officials of the government as the President may determine; and to carry out, when requested by the President, such supplementary activities as may facilitate the securing of information not now available to the government for national security, and,

Whereas, the Office of the Coordinator of Information has been authorized and instructed by the President to secure certain confidential still and moving pictures, the disclosure of some of which would be detrimental to the defense of the nation, it is necessary that such films be developed in laboratories under the control and supervision of the United States Government or its authorized representatives.

Whereas, the Extension Service, U. S. Department of Agriculture, Washington, D. C., now has available a laboratory and other facilities containing much of the essential equipment, material and supplies required for the development, printing, copying, editing, storage and related work in connection with still and moving pictures, and since the United States are now engaged in a war to defend themselves against foreign aggressors, it is understood and agreed that mutually satisfactory arrangements will be made to utilize the motion picture facilities of the Department of Agriculture for the work of the President, and that such work shall be given priority over other work which is essential and vital in this time of national emergency. However, it is recognized that the Department of Agriculture has the vital defense job of carrying on the food production campaign for the forty-five million farm people to assure supplies of food in the quantity and of the kinds needed to win the war. For this reason, every effort will be made to handle the motion picture needs of the Department of Agriculture.

Therefore, on the 18th day of December, 1941, and continuing until cancelled by mutual consent of the agreeing agencies, the following agreement by and

between the
and the Office
effective:

Extension Service,
shall be

1. The Office of the Coordinator of Information, Department of Agriculture agrees to make available to the Office of the Coordinator of Information all facilities and equipment necessary for the developing, printing, and enlarging of motion picture film, and the laboratory of the Extension Service, except vaults Nos. 19G and 21D, 2 and 3, and all equipment as may be required by the Department of Agriculture camera and sound crews in the field. These facilities will be available to the employees of the Office of the Coordinator of Information at any time as they may be required. The space to be made available in the South Building to the Office of the Coordinator of Information is rooms 1614, 1616, 1618, 1620 and 1622, to be used for office space and cutting rooms, rooms 1608 and 1610 to be used as a machine shop; and rooms 1612, 1621, 1615, 1617 and 1619 now used by the Motion Picture Section of the Extension Service in the South Building, for art, animation, special effects and other related work.
2. The Office of the Coordinator of Information shall have prior claim upon the use of the projection rooms and equipment and shall be authorized to use the auditorium and stage of the Department of Agriculture in accordance with the Department of Agriculture booking procedures.
3. The Department of Agriculture motion picture studio and all facilities and equipment pertaining thereto shall be made available to the Office of the Coordinator of Information for use as required.
4. The Office of the Coordinator of Information agrees to maintain and keep in good working condition all equipment and mechanisms in the laboratory and studio, and to purchase equipment which that office deems necessary to fully equip the laboratory of the Extension Service in order that all required developing, printing, copying, and editing of motion picture film and all developing, printing, enlarging and copying be accomplished. It is understood that the maintenance of the laboratory, studio and offices will be a joint responsibility of the Office of the Coordinator of Information, except that the space shall be divided by mutual agreement.
5. The Motion Picture Section, Extension Service, will render to the Office of the Coordinator of Information, an

Items
taken
and
when

dependable material
of Information;
material
Motion Picture Section.

6. The Laboratory personnel
as may be available to the Laboratory, will be made
available to the Office of the Coordinator of
Information, and the Coordinator of Information
will provide the Laboratory and clerical personnel
as may be required for the operation of the Laboratory.

7. On the termination of this agreement the laboratory
equipment purchased by the Office of the Coordinator of
Information will be made available for the use of the Motion
Picture Section of the Department of Agriculture.

8. Any film laboratory work of the Department of Agriculture,
particularly that required by the war effort, will be
handled through the laboratory as expeditiously as possible at
cost of such services.

9. It is recognized that the Motion Picture Section will be
put to some expense in making necessary adjustments in its
space to provide for the realignment above outlined. There-
fore, the Office of the Coordinator of Information will assume
the cost of all alterations and installations made necessary
by the provisions of this agreement, upon presentation of a
bill for the same.

10. The Office of the Coordinator of Information in return for
the use of vault space in the Department laboratory will bear
the cost of vault space which the Department may have to
acquire elsewhere as the result of the release of vault space
to the Office of the Coordinator of Information.

Office of the Coordinator
of Information

By *John Ford*

John Ford
W.B.
W.B.

U. S. Department of Agriculture
Extension

By *M.L. Wiles*
Director of Extension

Approved:

December 23, 1941.

Claude R. Wickard
Secretary of Agriculture

ORIENTATION
194 / C.O.I

194 / C.O.I

194 / C.O.I

Encl. Copy

August 2, 1941.

Colonel William J. Donovan,
Coordinator of Information,
Room 198, Apex Building,
Washington, D. C.

Dear Colonel Donovan:

This will confirm a conversation held with you in my office July 30, 1941, at which time Major F. S. Riggs of my staff was designated as my liaison officer to your office.

Enclosed herewith is an agreement which I have signed outlining the interrelated functions of our offices and providing for liaison between them.

Trusting that this agreement will meet with your approval, and assuring you of all aid and cooperation from me and my staff, I am,

Very sincerely yours,

R. L. Maxwell

R. L. MAXWELL,
Brigadier General, U.S. Army,
Administrator.

1 Encl.

August 2, 1941

**RELATED INTERESTS OF THE COORDINATOR OF INFORMATION AND
THE OFFICE OF THE ADMINISTRATOR OF EXPORT CONTROL.**

1. Recognizing the relationship existing between certain functions of the Coordinator of Information and the activities of the Administrator of Export Control, a representative of the former will be designated to serve as a member of the Policy Committee of the Office of the Administrator of Export Control.
2. Through this arrangement, the Administrator of Export Control will have access to advise in matters pertaining to exports and the Coordinator of Information will have representation in the Committee discussions leading to the establishment of policies covering the control of exports.
3. The Coordinator of Information will furnish the name of his representative to the Administrator and the Administrator will advise this representative of the time and place of all meetings of the Policy Committee.
4. The Administrator of Export Control will designate a representative to act as liaison officer with the Coordinator of Information.

WILLIAM J. DONOVAN, Colonel
U. S. Army, - Coordinator of Information

R. L. Maxwell
R. L. Maxwell, Brigadier General.
U. S. Army, Administrator.

VISUAL PRESENTATION BRANCHPRELIMINARY

11-73-440

The Coordinator of Information has established the Visual Presentation Branch, to provide visual presentation, depiction, and permanent documentary recording of

- (a) Data and information bearing upon national security.
- (b) Problems, reported upon, of a strategic, current or prospective nature, and the analysis and correlation of all pertinent data required to cope with these problems.
- (c) Such other material as the Coordinator may direct.

The following organization and assignment of functions for the Visual Presentation Branch shall be effective from _____ until amended or revoked by a later order.

REPORTS DIVISION

There is hereby established the Reports Division, at the head of which there shall be a Director, who will be responsible for

- (a) The condensation, illumination, and dramatization, through such visual techniques as graphs, symbols, and illustrations, of material selected for such rendition.
- (b) The procurement of pictures of areas, things and personnel which the Coordinator may desire to have available for descriptive purposes.
- (c) The assembling, editing, and preparation in final form, of such report material as may be required for distribution in this fashion by the Coordinator.

For the performance of these functions, the following sections are

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created in the Reports Division, each of these Sections to be headed by a Director:

(1) Graphic Section, to originate, produce, and/or produce graphs, symbols, illustrations, and other similar visual means for documentary presentation and illustration, of written reports and data designated for such treatment by the Coordinator.

(2) Pictorial Records Section, to assemble and make available photographs, films, and other similar pictorial records from commercial, governmental, foreign, personal, and other sources, depicting areas, items, equipment, personnel, situations, etc., of strategic importance, and selected for study and analysis by the Coordinator.

(3) Report Finishing Section, to provide or secure such facilities and services as are involved in the assembly, editing, reproduction, styling, and binding of data, in such formal report fashion, number, and manner as the Coordinator may determine.

FIELD PHOTOGRAPHIC DIVISION

The Field Photographic Division is hereby established to film and photograph in the field, detail the sights and material to be secured, record by sound devices, completely finish for display purposes and arrange for the distribution of such general subjects of a strategic or other character as have been approved by the Coordinator for photographing.

For the performance of these functions, the following Sections are created in the Field Photographic Division, each of these Sections to be headed by a Director:

(1) Field Photographic Section, to originate scenarios, determine

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specific subjects and sequences, and in the field, photograph in moving pictures or stills, and add sound features when desired, such general subject material as has been approved by the Coordinator.

(2) Film Finishing Section, to cut, edit, dub in, title, and add to, photographic material originated by the Field Photographic Section, all elements needed to finish in final form, movies, and stills.

(3) Photographic Distribution Section, to negotiate and arrange for all the business and other factors involved in the public release or distribution, to parties outside the office of the Coordinator, of any film material in the control of the Coordinator. The Photographic Distribution Section will also provide storage facilities for completed originals and prints of films not delivered to the Pictorial Reports Section.

PRESENTATION DIVISION

There is hereby established the Presentation Division, at the head of which there shall be a Director who will be responsible for the portrayal by various mechanical and electrical systems, moving pictures, animations, displays, exhibits, symbols, models, or other forms of visual technique, of data, information, and problems assigned to the Division for such treatment by the Coordinator.

For the performance of this function, the following Sections are created in the Presentation Division, each of these Sections to be headed by a Director:

(1) National Security Depiction Section, to portray and disclose the relationships between the chief fundamental factors implicit in a country's national resources, imports, civilian economy, military requirements.

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and specific strategic problems, and the comparison thereof with other countries.

(2) Current Information Section, to illustrate the details, progress, and inter-connection between occurrences, movements, equipment, and personnel involved in current strategic happenings.

(3) Statistical Reports Section, to present in picturesque displays, detailed statistical information showing the changes in and status of U. S. national defense and the Country's economy.

November 21, 1941